



STATE PROCUREMENT OFFICE  
NOTICE OF AMENDMENT TO SOLE SOURCE CONTRACT

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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer  
FROM: DHS/Vocational Rehabilitation and Services for the Blind D  
*Name of Requesting Department*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests an amendment to sole source approval as follows:

1. SPO-001, Sole Source Reference (SS) Number: 11-010-B  
2. Vendor/Contractor/Service Provider Name: Statewide Independent Living Council of Hawaii  
3. Describe the goods, services, or construction.  
Perform the functions of the Statewide Independent Living Council (SILC) of Hawaii as required in the Rehabilitation Act as amended.

4. Request to amend is submitted in order to:

- ☐ Revise the scope of services for the contract as follows:
- ☒ Increase contract price by 10% or more:  
Original Contract Price: \$338,800.00 Amended Contract Price: \$632,705.00

5. Explain in detail why this/these amendment(s) is/are necessary.

Extension of funds for an additional year of service. (Although term of contract on initial request for Sole Source was for three years, funding amount was allocated at only two.)

6. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training and 3) who SPO may contact for follow up inquiry, if any.  
(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	E-mail Address
Susan Foard	DHS/VRSBD	586-9740	sfoard@dhs.hawaii.gov
Lorene Gokan	DHS/VRSBD	586-9746	lgokan@dhs.hawaii.gov

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

**All requirement/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.**

Department Head Signature

7/28/12

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted:

8/1/2012

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

**Chief Procurement Officer (CPO) Comments:**

Request is disapproved as vendor is not compliant with HRS §103D-310(c) and HAR §3-122-112 (I.e. vendor must be compliant on the Hawaii Compliance Express[HCE]). In addition, the CPO comments on approved SS-11-010 dated 10/05/12 states "Department is reminded that this procurement contract award is required to be posted on the Procurement Reporting System." No record of the award was found. Furthermore, SPO has not record of SPO-036, *Procurement Delegation*, for Lorene Gokan. Department is reminded that Procurement Delegation No. 2010-01, Amendment 1 states ". . . procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned." Effective immediately, Lorene Gokan shall not conduct or participate in any procurement activity until she has written procurement delegation.

Upon verification of vendor compliance, department may attach a memo to this request, along with a copy of a compliant HCE certificate requesting CPO's reconsideration and approval. An explanation as to why the previous award was not posted as required, along with verification the award is posted should be included in the memo.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

☐ Approved

☒ Disapproved

☐

*Adam S. Jorgensen* 8/8/2012  
Chief Procurement Officer Signature Date